



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ART

11 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interservice Physician Assistant Training Program
(IPAP) Application Procedures

1. This memorandum supersedes all prior IPAP training memorandums.
2. Reference: AR 601-20, The Interservice Physician Assistant Training Program (basic prerequisites and course information only - see below for ARNG application procedures).
3. Please give this memorandum appropriate circulation to ensure all eligible soldiers are aware of the opportunity and requirements to apply for the IPAP.
4. The IPAP selection process begins with interested applicants having all of their college/university transcripts evaluated by the affiliate university. This is accomplished by the State AMEDD Recruiter/Technician collecting all official transcripts from every college/university attended on each applicant - including Army Ace Registry Transcript System (AARTS) transcripts and then forwarding them all to the address listed below for evaluation. NOTE: Once an evaluation has been completed and approved by the affiliate university, no further evaluations are necessary unless changes in course academics or recently posted grades require another evaluation.

ARNG Readiness Center
ATTN: NGB-ART-I (CW3 Doug White)
111 S. George Mason Drive
Arlington, VA 22204-1382

5. Once an approved evaluation is obtained, an application packet will be assembled and also sent by the State AMEDD Recruiter/Technician to the same address as indicated above
6. Enclosure 1 outlines the prerequisites, experience basic education requirements and application packet assembly

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instructions. Enclosure 2 is the application packet checklist. Enclosure 3 provides the format for the application memorandum. All application packets must contain the information as described in these enclosures and be processed through AMEDD Recruiter and State Training Office (POTO/DCSOPS) before being forwarded to NGB.

7. The next three tentative IPAP Selection Board dates and NGB suspense's are as follows:

TRANSCRIPT(S)	PACKET	IPAP BOARD	CLASS	CLASS
SUSPENSE	SUSPENSE	DATES	DATES	NUMBER
15 JUL 02	19 AUG 02	16 - 18 SEP 02	27APR03-23APR05	03-023
20 NOV 02	20 DEC 02	21 - 23 JAN 03	24AUG03-20AUG05	03-033
14 MAR 03	11 APR 03	12 - 14 MAY 03	TBD DEC03-DEC05	04-014

8. Prior to submission of an application packet, the state will subject each applicant to a screening process to ensure Federal Recognition eligibility and appointment into a MTOE/TDA assignment upon course completion. A memorandum signed by the State Personnel Officer will be placed in the applicant's packet under the appropriate tab indicating the applicant was screened and is eligible to be commissioned upon completion of the course. A statement similar to the following should be included in the memorandum.

"This memorandum is written to certify that, if selected, SSG Pat D. Applicant is eligible for appointment as a Second Lieutenant in the Army Medical Specialist Corps (SP) as a 65D, Physician Assistant upon completion of the IPAP, Interservice Physician Assistant Program. He/she meets all requirements to make application for this program, as well as meeting the administrative prerequisites for appointment upon completion of the school IAW all applicable regulations and references." (NGB-ART memo, AR 135-100, AR 135-101, and NGR 600-100)."

Note: Selectees will be processed by a convening Federal Recognition Board prior to leaving home station for attendance at the IPAP.

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9. The IPAP is a two-year, two-phased course. Upon successful completion of Phase 2 training (clinical phase), eligible students will be commissioned as Second Lieutenants in the Army Medical Specialist Corps (SP). IAW AR 135-91, Table 2-1, graduates also incur a 6-year military service (Army National Guard) obligation.

10. Funding for the IPA program is reimbursed to the State Schools Program Account. Reimbursement is issued to the state at the end of the first month in which the student is enrolled and will cover the entire period of duty which occurs in that fiscal year. Subsequent reimbursements occur at the start of the new fiscal year.

11. Individuals selected for the IPA Program will be assigned against an additional TDA position, or overstrength against a valid 65D position IF provided for in the annual overstrength policy letter. Lack of a current slot should not be a restricting factor in attracting qualified applicants to this critical wartime shortage specialty, unless the state and/or nation is significantly overstrength in that AOC.

12. The point of contact is CW3 Doug White, DSN 327-7306 or 703-607-7306, or e-mail at doug.white@ngb.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

3 Encls
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ROOSEVELT BARFIELD
COL, NGB
Chief, Training Division

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NGB-ARS
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Sr. ARNG Advisor, Ft Sam Houston, TX

INTERSERVICE PHYSICIAN ASSISTANT (IPA) TRAINING PROGRAM

1. PREREQUISITES:

a. Must be a member of the Army National Guard with at least one year of service with the Army National Guard. Officer applicants are limited to company grade or lower (2LT - CPT). FY 03 is the third and final year of the three-year test period for commissioned/warrant officers to apply to the IPAP. After that, all selectees will attend the IPA training program in an enlisted status - no exceptions.

b. Projected to fill a valid PA vacancy upon completion of the program.

c. Not older than 33 years of age at the time of commission waiver necessary prior to board review.

d. A general technical (GT) score of 110 or higher.

e. Upon acceptance into the IPA training program, soldiers will be required to extend their current enlistment for a period to expire not less the projected completion date of the training program. Also, IAW AR 135-91, Table 2-1, graduates incur a 6 year military service obligation.

f. Meet all of the eligibility criteria for appointment as a commissioned officer IAW AR 135-100, AR 135-101, and NGR 600-100

2. DESIRED EXPERIENCE:

a. 36 months experience in the 91 Career Management Field (CMF), or any other medical Military Occupational Specialty (MOS).

b. At least 24 months experience in a civilian medically oriented position.

c. All soldiers who otherwise meet the basic eligibility criteria may apply, regardless of their enlisted MOS or basic branch.

3. BASIC EDUCATION REQUIREMENTS:

a. Applicants must have at least 60 transferable credit hours from an accredited college/university, of which - a minimum of 30 credit hours must have been completed in-residence. Student should have maintained a Grade Point Average (GPA) of 2.5 in resident courses.

b. The requirement for 60 credit hours include completion of the courses listed below in-residence with grades equal to C or better. All transcripts submitted for evaluation should be official from every college attended. Transfer credit as awarded by another college/university other than the affiliate university will not be accepted.

1 English Composition I - 3 semester hours

(2) English Composition II - 3 semester hours

(3) Humanities/Social Sciences - 6 semester hours, i.e. Literature, History (including Western Civilization), Ethics Philosophy, and Language. The affiliate university is the determining factor.

(4) Anatomy - 3 semester hours (lab not required)

(5) Physiology - 3 semester hours (lab not required, combination of anatomy and physiology courses are acceptable, awarded as a result of military training is considered in-residence)

Chemistry - 6 semester hours lab not required)

(7) Algebra - 3 semester hours (or other higher level math course)

Psychology - 3 semester hours

c. Historically, academic failures in the IPA program were due to students lacking a fundamental knowledge base in anatomy/physiology, chemistry, and mathematics. Therefore, applications will not be accepted from those who lack criteria as listed above.

d. Applications will not be accepted from soldiers who are currently enrolled in school, or attempting to complete the mandatory civilian education requirements. All requirements must be met prior to submission of packet.

e. To obtain college credit for military service courses, soldiers are encouraged to request an Army/American Council on Education Registry Transcript by writing to Manager, AARTS Operations Center, 415 McPherson Avenue, Ft. Leavenworth, KS 66027-1373. Award of military credit as awarded by or transferred from another college/university other than the affiliate university, will not be accepted.

f. Correspondence courses, College Level Examination Program (CLEP) and credit granted for military experience and MOS training, does not meet the criteria for resident semester hours.

g. The final source for all decisions regarding required course equivalency (see para 3b, 1-8) is the current university affiliate.

4. APPLICATION PACKET ASSEMBLY:

a. Assemble application packets in an orange, Army Medical Specialist Corps individual file folder, secured at the top with a two-prong fastener, labeled with Name, SSN, and NG state affiliation. Notebooks will not be used.

b. Assemble packets with all documents/tabs on the right-side of the folder -documents printed landscape should have their tops toward the center edge of the folder.

c. The packet should be set up as outlined in enclosure 2, using tabs lettered as shown (A-U). Only the appropriate materials will be under each tab. If the indicated information does not apply, indicate under the tab, "Not Applicable" on a sheet of plain white paper. By doing so, you will communicate to the board this tab was not overlooked.

d. Certify copies of professional certifications or licenses as "true copies".

e. Utilize a one to two page Biographical Sketch/Summary (IAW NGR (AR) 600-200 or NGR (AR) 600-100, as applicable) only to provide the board with more detail about an applicant's experience.

APPLICATION PACKET CHECKLIST FOR PA TRAINING PROGRAM

(NAME)

(SSN)

(STATE)

DESCRIPTION

- A. Applicant's handwritten (typed copy must be provided underneath), one page letter of intent explaining motivation for seeking PA training, and expectations upon completion.
- B. Biographical Sketch/Summary (IAW NGR (AR) 600-200 or NGR (AR) 600-100, as applicable – Enlisted/Officer)
- ____ C. Three letters of recommendation - current within 12 months.
 - ____ 1. Unit Commander.
 - ____ 2. ARNG (Officer) Medical Corps (MC), Army Nurse Corps (AN) or ARNG PA - based on interview.
 - ____ 3. Individual in a position to evaluate professional competence and technical ability.
- D. Current DA Form 705, Army Physical Fitness Test (APFT) Score Card - current within 6 months of the selection board date.
- E. Most recent NCO Evaluation Report (NCOER) - last three (3), if applicable.
- F. Certified copy, DA Form 2-1.
- G. Official DA Photograph (full length or ¾ digital).
- ____ H. SF 88 and SF 93, Report of Medical Examination and Report of Medical History to include alcohol/drug test and date and results of last HIV test. Physical IAW Chapter 2, AR 40-501 - current within 2 years from start date of course.

Copy of Baccalaureate level college degree(s) and higher - if applicable.
- ____ J. Official College transcripts evaluated and approved by the Univ. of Nebraska. Credit hours need to be reflected as semester hours.
- K. ACT Scores (optional - preferably taken within five years of application).
- L. Copies of Professional Licenses and Registrations.
- M. Required waivers.
- N. Letter of application to include required statements.
- O. Personnel Qualification Record (PQR).
- P. Copies of Awards, Certificates.
- Q. Prior service records (for experience evaluation only - i.e, DA Fm 1059s, DD Fm 214s, etc.)
- R. NGB Form 62-E, Application for Federal Recognition (Endorsements 1 and 2 need to be completed.)
- S. Verification/evidence of security clearance - must have secret clearance, or evidence of a clearance in process.

NGB Form 64, Application for Training - for PA course. Must be signed by State Training Manager.
- U. Memorandum indicating Federal Recognition eligibility - signed by State Personnel Officer.

ENCLOSURE 2

---EXAMPLE---

(UNIT LETTERHEAD)

APPLICATION LETTER FOR INTERSERVICE PHYSICIAN ASSISTANT (PA) TRAINING PROGRAM

SUBJECT: Interservice Physician Assistant (PA) Training Program
Statements of Understanding

1. I hereby make application for the Military Physician Assistant (PA) Training Program. Upon successful completion of Phase II training, I will, if tendered, accept appointment as a commissioned officer in the Army National Guard of the United States (ARNGUS) for a period of six years. If appointment as a commissioned officer is not tendered or accepted, I understand I will be required to serve the period specified by my enlistment, or enlistment extension.
2. If selected to participate in this training program, I will extend my enlistment so that I meet the 6 year service obligation after completion of the course in accordance with NGR 351-1, paragraph 1-11c. I further understand that I may not be voluntarily retired prior to completion of my service obligation.
3. I agree to complete the educational requirements of Phase I, Phase II, the Army Medical Department (AMEDD) Officer Basic Course (OBC), and to serve in an active status as a commissioned officer in the Army National Guard for a period of six years after successful completion of Phase II.
4. I understand that I will remain in an officer candidate status for the duration of the two years of Phase I and Phase II training. Appointment as a commissioned officer will not be tendered until successful graduation from Phase II training.
5. I meet all prerequisites listed in the cited memorandum or have requested the appropriate waivers.
6. To the best of my knowledge, I do not have a physical profile or a medical condition that could prohibit my appointment as a commissioned officer per AR 40-501, chapter 2.
7. To the best of my knowledge, I am eligible for appointment IAW AR 135-100 (Appointment of Commissioned Officers and Warrant Officers of the Army), AR 135-101 (Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches), and NGR 600-100 (Commissioned Officer - Federal Recognition and Related Personnel Actions). I have reviewed my DA Form 2-1, Personnel Qualification Record and it is current and accurately posted.
8. I agree to serve in an active enlisted status for the remaining period of my enlistment and will be reassigned in accordance with the needs of the Army National Guard if:

ENCLOSURE 3

- a. I fail to successfully complete the training for any reason.
- b. I do not receive a Reserve appointment as a commissioned officer.
- c. I refuse to accept a Reserve appointment as a commissioned officer when tendered.
- d. I fail to receive an award of the AOC 65D upon completion of Phase II training.
- e. If I fail to successfully complete Phase I or Phase II for any reason.

9. I understand that I will be required to take the National Commission on Certification of Physician Assistants (NCCPA) examination at the first available examination date for which I am eligible. I understand that if I fail to successfully pass the examination after my second attempt I will not be assigned or function as a PA in the ARNG, and may be involuntarily separated upon completion of my service obligation. I further understand I will be required to maintain NCCPA currency as outlined by the certifying authority. I understand that if I fail the first NCCPA examination that the second examination will be at my expense.

10. If I have received an Enlistment Bonus or reenlistment/extension bonus, I understand that, if selected for this training, I will refund the percentage of my bonus equal to the percentage of obligated service I will not perform in the specified MOS.

11. I am not a user of illegal drugs, abuse controlled substances or consume excessive amounts of alcoholic beverages.

12. I understand that if I have ever been arrested or convicted of any offense as stated in Para 2-9, NGR 600-100, I will request a waiver for each offense to NGB-ARP-CO.

13. I certify the forgoing statements are true, complete and accurate to the best of my knowledge and beliefs, and are made voluntarily and in good faith.

PAT D. APPLICANT
123-45-6789
SSG, Co C, 204th Bn

ENCLOSURE 3